



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 14, 2009

Mr. John Ross, Vice President
Ross Engineering Corporation
540 Westchester Drive
Campbell, CA 95008
johnross@rossengineeringcorp.com

Transmitted Via Email

Dear Mr. Ross:

RE: Monitoring Visit and FINAL MONITORING VISIT REPORT for Ross Engineering Corporation – ET07-0239

Date of the Visit:	10/8/2008
Beginning/Ending Time:	4:00 p.m. – 4:30 p.m.
Date of Last Visit:	6/26/2008
Visit Location:	Via phone conference
Persons in attendance:	You; Ms. Lonna Brown, HR Manager, Ross Engineering; Ms. Jorga Kelsey, Executive Secretary, Ross Engineering; and Ms. Anna Nastari, Analyst, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/18/2006 – 9/17/2008	Agreement Amount:	\$36,388
Training Start Date:	1/23/2007	No. to Retain:	31
Date Training must be Completed:	6/17/2008	Range of Hours:	8 - 60
Type of Trainee:	Retrainees	Weighted Ave. Hours:	48

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5353 Mission Center Road, Suite 110
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ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on December 18, 2006, and training began on January 23, 2007. Your staff reported that all training was completed on June 12, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – September 17, 2008.

During the term of your Agreement, ETP approved one Agreement Amendment on October 12, 2007, which changed the ending term date from December 18, 2006, to September 17, 2008, thereby extending your Agreement by 9 months. Your representatives requested the extension to allow the company more time to deliver the essential ISO skills. Some of the training had been delayed due to an increase in production demands.

• INTERVIEW WITH YOU AND THE PROJECT ADMINISTRATOR, MS. LONNA BROWN, HR MANAGER

- What barriers, if any, did your company experience in implementing your ETP project?*

After the rollout of the ETP funded training, the company experienced an increase in its production schedule. The company found that it needed more time to deliver the remainder of its ISO training to meet Certification requirements. Therefore, you requested a 9 month extension to the Agreement. The extension allowed the additional time needed to complete the required training.

- What problems, if any, did your company experience with ETP record keeping?*

At first, Ms. Brown found the rosters and the tracking system a bit daunting. However, after becoming familiar with the process, the systems, and seeking assistance from the monitor, she was able to conduct the administrative duties as required by the Agreement.

- How did your company benefit from the ETP training?*

You and Ms. Brown reported that Ross Engineering was able to achieve ISO Certification, thereby allowing the company to expand into the aerospace, defense, and a variety of other industries. Upgraded manufacturing skills further provided workers with the tools necessary to increase workers efficiencies and for the customization of products. The ETP training assisted the company in meeting its initial goals to achieve the required ISO Certification and implement new ISO processes.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	29	Completed Training:	25
Dropped Following Enrollment:	4	Completed Retention:	20
Completed Minimum Hours for reimbursement:	25	Still Active who need to be dropped :	5

The ETP On-Line Contract Status Report shows there are currently 5 trainees who are still active. Since this Agreement has ended and trainees may no longer take training under the

Agreement, the five (5) trainees must be dropped from the ETP On-Line Forms system before you enroll them in your next ETP Agreement.

Breakdown of earnings:

Ross Engineering Corporation's records show that 20 trainees (65% of planned retentions) completed training and the 90 day retention period. Ross Engineering Corporation earned \$12,682 (33% of the encumbered total \$38,688).

The company attributes the low performance due to the increase in production. The company had to focus on delivering as much ISO as possible in order to achieve certification. This set the company back in the delivery of the remainder of its original training plan.

INVOICES:

Ms. Nastari assisted you with the final stages of the invoicing process which you completed on October 8, 2008.

AUDIT:

Ross Engineering Corporation will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

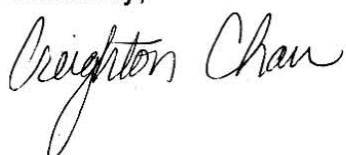
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If there are any questions or comments regarding this report, please contact Anna Nastari at (650) 655-6941 or at anastari@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager

San Francisco Bay Area Regional Office



Anna Nastari, Contract Analyst
San Francisco Bay Area Regional Office

cc: Lonna Brown, HR Manager, Ross Engineering, info@rossengineeringcorp.com
Kulbir Mayall, ETP Manager, Fiscal and Certification, kmayall@etp.ca.gov
Master File
Project File

Date report mailed to Contractor 4/14/09